



**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF OHIO**

**POSITION ANNOUNCEMENT 2006-4**

**Position:** Clerk of Court

**Location:** United States Bankruptcy Court, Southern District of Ohio  
with Divisional Offices in Cincinnati, Columbus and Dayton

**Starting Salary Range:** JSP 16 - 18 (\$122,162 - \$156,770) Starting salary is based on  
locality pay at the duty station and commensurate with  
experience, education and qualifications.

**Closing Date:** June 30, 2006

**Position Start Date:** October 30, 2006 to January 1, 2007

**POSITION OVERVIEW**

The Clerk of Court is appointed by the judges of the court. This is a high-level management position which functions under the direction of the Chief Judge of the United States Bankruptcy Court. The Clerk of Court is responsible for managing the administrative activities of the clerk's office and overseeing the performance of the statutory duties of the office. The position entails a large number of administrative and managerial functions, including, but not limited to:

- ◆ Consulting with and making recommendations to the judges regarding court policies and procedures;
- ◆ Hiring and assigning personnel as well as designating and managing training programs;
- ◆ Preparing and managing the annual budget;
- ◆ Working with various governmental agencies on a variety of matters necessary to court activities such as data processing, fiscal and personnel;
- ◆ Managing and supervising the court's activities in purchasing and financial management;
- ◆ Managing and supervising the court's activities in the processing of bankruptcy cases and adversary proceedings;
- ◆ Overseeing space and facilities issues;
- ◆ Coordinating the court's information technology systems; and
- ◆ Traveling periodically among the three divisional offices in Cincinnati, Columbus, and Dayton.

## **DISTRICT OVERVIEW**

The United States Bankruptcy Court for the Southern District of Ohio is a progressive, growing court that has successfully implemented electronic filing. With seven authorized judges, two recalled judges, and ninety-seven deputy clerks, the Court manages a caseload that is the sixth highest in the nation. As a mandatory electronic filing district, the court enjoys a 97% electronic filing rate. All three court locations occupy design guide compliant and ergonomically friendly facilities that are among the best in the nation. The court was one of the first to develop and use video conferencing technology as a management tool, as featured on a Federal Judicial Television Network broadcast of Court to Court. The clerk's office has an experienced, well trained, and diverse staff that excels in the development and use of court technology. The district has identified as a priority the expansion of electronic and video technology into the courtroom, in keeping with its overall goal to maximize IT options in the court. The bankruptcy judges are looking for a clerk who will aggressively pursue technological options, and investigate and research new concepts and trends in clerk's office practices and organizational design to better assist the court in the performance of its statutory obligations.

## **QUALIFICATIONS**

**Experience** - A minimum of 10 years of progressively responsible general administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization. At least three of the 10 years experience must have been in a position of substantial management responsibility that demonstrates a knowledge of applied technology and an enthusiasm for innovation. Experience in maintaining relationships with court units, the Administrative Office of the U.S. Courts, and the Federal Judicial Center is preferred. Experience in court management, including experience in personnel development, fiscal management, and court operations, is preferred. Knowledge of the Bankruptcy Code, BAPCPA, and Rules is preferred. Candidates must demonstrate proven skills in problem solving, organizational prioritizing, and staff motivation. Understanding the use of technology in the workplace, and the ability to effectively communicate both orally and in writing are essential. The ideal candidate should possess strong leadership and interpersonal skills.

**Education** - Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education for 9 months of experience. A degree should preferably have included courses in law, government, public, business or judicial administration or related fields. A post-graduate degree in public, business or judicial administration from a college or university may be substituted for one additional year of the required general experience. A law degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

## **CONDITIONS OF EMPLOYMENT**

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check, and retention depends upon a favorable suitability determination after a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. Employees of the judiciary are “at-will” employees. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. Applicants must be citizens of the United States of America or be eligible to work in the United States.

## **BENEFITS**

The United States Bankruptcy Court is part of the judicial branch of the United States government. Court employees are not included in the government’s Civil Service classification. They are, however, entitled to the following benefits: paid vacation, paid holidays, sick leave, choice of health plans, federal employees retirement system, life insurance, flexible spending accounts (health and dependent care), long term care options, and the thrift savings plan (the federal government’s 401K plan). This position is subject to mandatory direct deposit for payment of net pay.

## **APPLICATION PROCEDURE**

Qualified persons are invited to submit a cover letter, comprehensive resume of education and employment, salary history, and references to:

United States Bankruptcy Court  
Attn: Human Resources  
120 West Third Street  
Dayton, OH 45402  
or  
email them to [OHSB\\_HR@ohsb.uscourts.gov](mailto:OHSB_HR@ohsb.uscourts.gov)

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**